



FEMA

POSITION TASK BOOK FOR THE POSITION OF

**National Qualification System
TIME UNIT LEADER (SINGLE TYPE)**

TIME UNIT LEADER (SINGLE TYPE)

1. Competency: Assume position responsibilities

Description: Successfully assume the role of Time Unit Leader and initiate position activities at the appropriate time according to the following behaviors

1a. Behavior: Obtain information relevant to position assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Obtain and review necessary documentation: <ul style="list-style-type: none"> ● Copy of Delegation of Authority, Letter of Expectation, Letter of Agreement or Memorandum of Understanding (MOU) ● Applicable plans and reports ● Directories: phone, notification ● Written incident status summary ● Authorizations: cell phones, rental vehicles, computers 	E, F, I		
2. Obtain names, contact numbers and positions/functions of cooperating/assisting agencies for timekeeping operations.	E, F, I		
3. Receive briefing from the Finance/Administration Section Chief or outgoing Time Unit Leader: <ul style="list-style-type: none"> ● Meetings and briefings schedule ● Situational assessment ● Incident objectives ● Strategy ● Hazards to incident personnel and public ● Agencies/jurisdictions involved ● Organizational structure ● Resources summary ● Logistical needs ● Ordering procedures ● Incident priorities and status: life safety, incident stabilization, property and environment ● Timing and scheduling ● Expected products 	E, F, I		

1b. Behavior: Establish or determine organizational structure, resource and staffing needs

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
4. Evaluate staffing needs required to manage the unit <ul style="list-style-type: none"> ● Ensure consistency with National Incident Management System (NIMS) organizational structure ● Identify training opportunities ● Ensure use of established procedures for ordering resources ● Request appropriate technical specialists to assist with special incident conditions 	E, F, I		
5. Utilize unit personnel: <ul style="list-style-type: none"> ● Establish appropriate organization and assign roles and responsibilities, while maintaining span of control 	E, F, I		

1c. Behavior: Ensure readiness for assignment

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
6. Arrive properly equipped at designated time and location and check in according to agency/organization guidelines: <ul style="list-style-type: none"> ● Arrive with go-kit and any additional equipment ● Carry out check-in procedures and ensure assigned personnel do the same 	E, F, I		
7. Obtain complete incident and logistical information: <ul style="list-style-type: none"> ● Incident name, number, anticipated duration, size, type, responsibilities and expectations ● Reporting time and location ● Transportation arrangements and travel routes ● Contact procedures during travel (telephone/radio) ● Expected working conditions ● Personal Protective Equipment (PPE) ● Security measures ● Updated contact information and information links 	E, F, I		
8. Obtain, assemble and prepare information and materials for go-kit. The kit should contain critical items for the assignment and be easily transportable: <ul style="list-style-type: none"> ● Supplies: <ul style="list-style-type: none"> ○ Office supplies appropriate to the function ○ Authority Having Jurisdiction (AHJ) identification badge and qualification card ● Reference materials: <ul style="list-style-type: none"> ○ Functional guidelines relative to incident type (agency guidance or other functional guidelines) ○ AHJ operations guides or other operational guides ○ Position manuals ● Forms: <ul style="list-style-type: none"> ○ Agency-specific forms appropriate to the function 	E, F, I		

2. Competency: Communicate effectively

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment

2a. Behavior: Ensure the exchange of relevant information during briefings

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
9. Lead staff briefings and debriefings.	E, F, I		
10. Prepare for and participate in briefings: <ul style="list-style-type: none"> • Ensure briefings are accurate, timely and include appropriate personnel • Brief external support organizations • Share and evaluate information 	E, F, I		

3. Competency: Lead assigned personnel

Description: Influence, lead and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

3a. Behavior: Model leadership values and principles

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
11. Create a positive work environment: <ul style="list-style-type: none"> • Communicate leader's intent and guidance • Manage unit and its activities effectively • Proactively assume responsibility for the unit and initiate action 	E, F, I		
12. Establish and maintain positive interpersonal and interagency working relationships: <ul style="list-style-type: none"> • Understand scope, roles, responsibilities, jurisdiction • and authority of responding agencies 	E, F, I		
13. Exhibit principles of duty, respect and integrity as a leader.	C, E, F, I, J, T		
14. Understand and comply with NIMS/Incident Command System (ICS) concepts and principles: <ul style="list-style-type: none"> • Establish and modify an effective organization based on changing incident and resource conditions • Maintain appropriate span of control • Act as a representative of incident leadership 	E, F, I		

3b. Behavior: Communicate incident priorities and supervise personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
15. Communicate with assigned personnel: <ul style="list-style-type: none"> • Communicate priorities, objectives, strategies and any changes • Inform personnel of their assigned tasks and expectations • Clearly explain conflict resolution procedures and ensure that personnel understand • Ensure that assigned objectives and expectations for the operational period are reasonable and accurate 	E, F, I		
16. Ensure debriefings occur and participate as necessary: <ul style="list-style-type: none"> • Ensure incident situation status information is current and complete 	E, F, I		
17. Ensure that staff follows all applicable agency/jurisdiction policies, contracts, standard operating procedures and agreements <ul style="list-style-type: none"> • Federal, state, local, tribal, territorial and regional relationships, as appropriate • Roles and responsibilities of potential responder agencies • Scope, jurisdiction and authority of potential responder agencies' contingency plans 	E, F, I		

18. Supervise and hold personnel accountable for executing assigned tasks: <ul style="list-style-type: none"> ● Identify and promptly resolve disagreements, issues and misunderstandings ● Prioritize work while considering immediate support for incident operations 	F, I		
--	------	--	--

3c. Behavior: Ensure the health, safety, welfare and accountability of assigned personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
19. Demonstrate knowledge of and comply with relevant health and safety requirements <ul style="list-style-type: none"> ● Direct and oversee unit operations to ensure compliance with health and safety considerations and guidelines ● Coordinate with the Safety Officer to ensure that assigned personnel follow safety guidelines 	E, F, I		
20. Evaluate mental and physical fatigue of assigned personnel: <ul style="list-style-type: none"> ● Ensure adequate rest is provided to section personnel 	E, F, I		
21. Recognize potentially hazardous situations, inform assigned personnel of hazards and take precautions to mitigate risk: <ul style="list-style-type: none"> ● Adjust operations in response to hazards, weather and other relevant events 	E, F, I		
22. Report or explain the procedures for reporting unexpected occurrences, such as fire, death, injury, illness, exposure to pathogens or hazardous materials (HAZMAT), accident, political contact or property loss or damage: <ul style="list-style-type: none"> ● Ensure report contains nature of event, location, magnitude, personnel involved and initial action taken (such as helicopter picking up injured or an appropriate subsequent action) ● Ensure the protection of Personally Identifiable Information (PII) while reporting ● Obtain information from the following sources regarding special hazards, threats or unexpected occurrences: subordinates, personal observation, other incident personnel and off-incident personnel 			

3d. Behavior: Identify opportunities and meet requirements to provide equal access and reasonable accommodation in all activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
23. Demonstrate the ability to assess and monitor for physical access, programmatic access and effective communications access	E, F, I, J		
24. Demonstrate the ability to identify opportunities for universal accessibility	E, F, I, J		
25. Provide equal access, disability accommodations and access and functional needs (AFN) accommodations.	E, F, I, J		

4. Competency: Conduct operations and ensure completion of assigned tasks

Description: Identify, analyze and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established time frame.

4a. Behavior: Develop and implement plans

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
26. Approve completed plans: <ul style="list-style-type: none"> • Ensure plans are complete, accurate, realistically attainable and relevant to the incident objectives 	E, F, I		
27. Participate in the planning process: <ul style="list-style-type: none"> • Prepare for and participate in planning meetings • Assist in the development of plans, as necessary: <ul style="list-style-type: none"> ○ Long-range ○ Strategic ○ Contingency ○ Demobilization ○ Continuity of Operations Plan (COOP) 	E, F, I		
28. Review, validate and modify Incident Action Plan (IAP): <ul style="list-style-type: none"> • Analyze alternate strategies and explain decisions • Validate or revise unit objectives • Review information covering health and safety principles, known hazards and importance of all periods • Validate unit organizational structure • Validate unit resource assignments • Review reserve resources • Evaluate immediate support needs 	E, F, I		

4b. Behavior: Set the unit priorities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
29. Analyze work assignments and staffing level to ensure achievement of unit objectives	E, F, I		
30. Attend and participate in strategy meetings as necessary <ul style="list-style-type: none"> • Assess organizational needs • Identify additional resource needs • Identify critical factors to ensure unit success • Prioritize incident and unit objectives 	E, F, I		
31. Disseminate priorities and expected completion timelines to staff.	E, F, I		
32. Hold staff accountable for communicated priorities and deadlines.	E, F, I		

4c. Behavior: Coordinate with all appropriate personnel and stakeholders

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
33. Coordinate cost data with the Cost Unit	E, F, I		

34. Establish effective relationships and coordinate with incident personnel: <ul style="list-style-type: none"> • IMT personnel • Other supporting personnel 	E, F, I		
35. Establish effective relationships with stakeholders and partners in the impacted jurisdiction(s)	E, F, I		

4d. Behavior: Apply agency policy, contracts and agreements

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
36. Complete all work according to organization/agency direction, policy and incident objectives: <ul style="list-style-type: none"> • Ensure that personnel complete all documentation requirements according to organization/agency direction, policy and incident objectives 	E, F, I		
37. Demonstrate knowledge of and apply relevant legal, regulatory and fiscal constraints.	E, F, I		

4e. Behavior: Ensure documentation is complete

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
38. Ensure that hard copies and electronic copies of time policies, procedures and reference materials are accessible	E, F, I		
39. Maintain and collect personal records related to incident: <ul style="list-style-type: none"> • Time sheets • Rental records • Accident forms • Property records <ul style="list-style-type: none"> ○ Equipment time records ○ • Receipts 	E, F, I		
40. Maintain and submit incident records for events, personnel, equipment, supplies and other data for incident management needs: <ul style="list-style-type: none"> • Property loss/damage reports • Agency-required incident reports • Activity log • Changes in strategy and tactics 	E, F, I		
41. Review documents for accuracy, timeliness and appropriate distribution	E, F, I		

4f. Behavior: Establish and manage the timekeeping process

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
42. Advise appropriate units, groups, branches and sections of requirement for a daily time record of equipment usage	E, F, I		
43. Determine incident requirements for time recording	E, F, I		

44. Determine location of timekeeping activity	E, F, I		
45. Determine required timelines for reports.	E, F, I		
46. Ensure preparation of daily personnel time-recording documents and ensure compliance with time policies	E, F, I		
47. Establish files for time records and ensure they are secure.	E, F, I		
48. Evaluate and analyze information regarding resource time accounting for the incident	E, F, I		
49. Identify incident resources that require time records	E, F, I		
50. Obtain local administrative guidelines/agency pay procedures: <ul style="list-style-type: none"> ● Determine any timekeeping restraints ● Coordinate maintenance of time records for mutual aid and volunteer resources, regardless of whether resources receive reimbursement 	E, F, I		
51. Provide programmatic and operational technical assistance to internal and external stakeholders <ul style="list-style-type: none"> ● Timekeeping best practices 	E, F, I		
52. Release timekeeping records to the appropriate agency representative prior to demobilization	E, F, I		

5. Competency: Prepare for demobilization/transfer

Description: Demobilize position and transfer position duties.

5a. Behavior: Transfer position duties while ensuring continuity

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
53. Complete all necessary reports and narratives following common standards before turnover <ul style="list-style-type: none"> ● Activity log ● Shift change ● End of operational period ● Reassignment ● Deactivation/demobilization 	E, F, I		
54. Complete the process for demobilizing position responsibilities: <ul style="list-style-type: none"> ● Brief and provide complete and accurate records to relief personnel ● Discuss equipment release considerations ● Provide information to supervisor to assist with decisions on release priorities ● Coordinate with appropriate partners regarding demobilization procedures ● Brief personnel on demobilization responsibilities ● Ensure personnel demobilize in a timely and complete manner ● Emphasize safety and accountability during this phase of operations 	C, E, F, I, J, T		
55. Coordinate an efficient transfer of position duties when deactivating or demobilizing resources: <ul style="list-style-type: none"> ● Inform assigned personnel ● Notify incoming personnel when and where transition of positions will occur ● Conduct transition effectively ● Document follow-up action and submit to agency representative 	E, F, I		
56. Participate in transition or incident closeout <ul style="list-style-type: none"> ● Conduct debriefings with agency administrator(s) as requested ● Close out incident as appropriate for the AHJ 	E, F, I		

5b. Behavior: Plan for demobilization and ensure staff follow demobilization process

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
57. Participate in the development, approval and implementation of the demobilization plan: <ul style="list-style-type: none"> ● Coordinate with appropriate partners regarding demobilization procedures ● Coordinate needs and responsibilities 	E, F, I		